



Kent County Amateur Swimming Association

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Notice is hereby given that the Annual Council Meeting of Kent County Amateur Swimming Association will be held on Saturday 12 December 2015 at 11am in The Leeds Room, Holiday Inn, London Road, Wrotham Heath TN15 7RS, followed by a buffet lunch. The doors open and coffee will be available from 10.30am.

Agenda

1. The President to open the meeting and ask for the notice convening the meeting to be read
2. Welcome to the Officers and Delegates from clubs within the County
3. Apologies for absence
4. Minutes of Council Meeting held on 13 December 2014
5. Matters arising from these Minutes. If Officers/Delegates have any queries which could be answered in writing please advise the General Secretary 14 days prior to the meeting
6. Consideration and adoption of the Annual Report of the Association (one copy enclosed/attached)
7. Consideration and adoption of the Annual Accounts of the Association (one copy enclosed/attached)
8. Appointment of Examiners of the Association's Accounts
9. Proposed changes to the Constitution of the Association

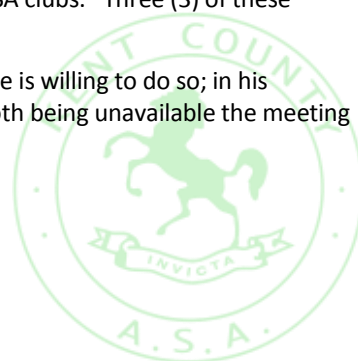
This year has seen a major review of the Constitution for the first time since Regionalisation. Proposals 9.1 to 9.6 represent key changes which have been individually presented for approval. Proposal 9.7 represents a tidying-up exercise which has: standardised and clarified terminology; made small amendments to reflect Regionalisation; reviewed roles to reflect current needs; standardised technical and other committee structures and these proposals are intended to be approved *en bloc*. It is also intended that all approved changes to the Constitution shall take immediate effect.

- 9.1 **Existing:** 5.3.4 To appoint a professionally qualified auditor or two honorary auditors, who shall not be members of the Management Committee

Proposal: 5.3.4 To appoint an independent examiner, who shall not be a member of the Management Committee

- 9.2 **Existing:** 7.1 The management of Kent County ASA Shall be vested in a Management Committee consisting of the President, Vice President, General Secretary, the two Sub-Association Secretaries (see Rule 8), Treasurer and Trustee and 8 members. Five (5) of these representatives shall be members of KRSA clubs. Three (3) of these representatives shall be members of KLSA clubs.

The President, when present, shall take the chair at meetings of the Committee if he is willing to do so; in his absence, or unwillingness, the Vice President shall take the chair. In the event of both being unavailable the meeting shall elect a Chairman from among its members.



Proposed: 7.1 The management of the Association shall be vested in a Management Committee ('the Committee') consisting of the President, Vice President, Chairman, General Secretary, the two Sub-Association Secretaries, Treasurer and Trustee, and eight (8) members. Three (3) of these members shall be from KLSA clubs and five (5) of these members shall be from KRSA clubs. The Development Co-ordinator shall be an appointed member of the Committee with the power to speak and vote.

The Chairman, or whoever else is selected by the Committee in his absence, shall take the chair.

- 9.3 **Proposal (new):** 8.4 The Chairman shall be selected by the Committee on an open recruitment basis for a term of three (3) years and shall not be appointed for more than two consecutive terms.

8.5 The Chairman may be subject to a secret vote of confidence at any time from the members of the Committee. If a majority of the Committee vote 'no confidence', then the Chairman will be required to resign with immediate effect.

- 9.4 **Existing:** 12.2 The Management Committee shall each year nominate three of its members, any two of whom, together, may sign cheques, in the absence of the treasurer.

Proposal: 12.2 The Management Committee shall each year nominate two of its members who may sign cheques (a single signatory up to £500 and two signatories over £500), in the absence of the treasurer.

- 9.5 **Existing:** 13. **Handbook** A handbook shall be published annually by the Management Committee and each affiliated club will purchase one copy of the handbook, at a cost to be determined by the Management Committee.

Proposal: 13. **Handbook** A handbook shall be published annually by the Management Committee and each affiliated club will receive one copy of the handbook. Additional copies will be available at a cost to be determined by the Management Committee.

- 9.6 **Existing:** 16. **Any person** voting at a meeting of the Association or at any club meeting shall be a member of a club affiliated to a Region of the ASA and thereby a member of the ASA or shall be a member of the IOS. Clubs shall have a responsibility, in accordance with their constitution, to ensure that all persons helping in any way with the club's activities are members of the ASA or are members of the IOS.

Proposal: 16. **Any person** voting at any meeting of the Association, Committee or sub-committee shall be a member of a club affiliated to ASA London Region or ASA South East Region and thereby a member of the ASA, or shall be a member of the Institute of Swimming (IOS). Clubs shall have a responsibility, in accordance with their constitution, to ensure that all persons helping in any way with the club's activities are members of the ASA or are members of the IOS.

- 9.7 **See Appendix 1** (attached) which identifies proposals to be approved *en bloc*

10. Presentation of Awards (see Annual Report)
11. Election and induction of the Vice President for 2016: Mr John Burdett (Erith & District SC)
12. Election and induction of the President for 2016: Mrs Jean Scott (White Oak SC and Beckenham SC)
13. Declaration of election of the Management Committee for 2016 (NB The Management Committee will be appointing the Discipline Managers and other Officers at a meeting immediately following the Council Meeting)
14. Vote of thanks to the scrutineers
15. To confirm the date and venue of next meeting

